



Job Opportunity Bulletin

Student Assistant

1 Position Available

Tenure/Time Base:	Temporary/Intermittent
Work Hours:	Varies between core hours of 8am – 5pm
Office/Location:	California Commission on Teacher Credentialing Certification, Assignments, and Waivers Division 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$7.80 - \$8.40 Range B: \$8.40 - \$9.02 Range C: \$9.02 - \$9.69 Range D: \$9.69 - \$10.46
Final Filing Date:	September 22, 2006
Contact:	Micki Hammad-Crowell (916) 323-5096

Duties:

Under close supervision of the Staff Services Manager I, the student assistant is responsible for the following:

- Design, create, and develop an automated electronic format for training, and policy and procedures using Macromedia Captivate, Excel, Word and FileMaker Pro software systems within the Certification, Assignment and Waiver Division
- Provide technical support for Captivate system design, development and analysis which may include: developing problem solutions using technology; and service and maintain automated training methods.
- Assist in creating and maintaining an electronic tracking system for training projects.

Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the California Commission on Teacher Credentialing (Commission), all students must submit official transcripts, proof of enrollment in a minimum of six semester units and maintain a 2.0 GPA or higher.

Desirable Qualifications:

- Ability to effectively work alone or in cooperation with team members
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job
- Knowledge of Macromedia Captivate & Flash software systems
- Knowledge of Filemaker Pro 8 software systems
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 07-060 on the front of the application to the above address, Attn.: Micki Hammad-Crowell. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
